
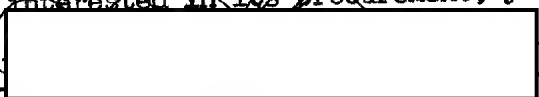

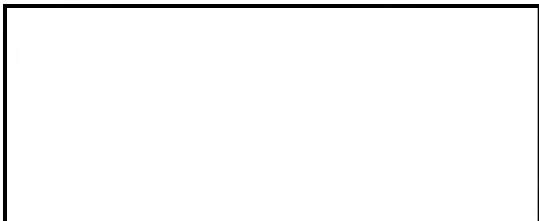


**SECRET**

(When Filled In)

<b>SPEED LETTER</b>		REPLY REQUESTED		DATE 28 October 1966
		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	LETTER NO.
TO : FI/D/RMO, 7B-31, Headquarters		FROM: Chief, Records Administration Branch Support Services Staff, DDS		
ATTN: 		25X1		
<p>1. As you know, a shortage of file equipment still exists in the Agency, and we are attempting to release as many safes as possible for reassignment and reissue. The President has also extended his moratorium on the purchase of file equipment, and this makes it even more essential that we better utilize the equipment we have.</p> <p>2. If any Offices within your component are now storing unclassified catalogs, bound reports, supplies, forms, periodicals, and other materials in active file equipment, or in supply cabinets which occupy valuable office space, you may be interested in a new type of equipment which may be mounted on the top of filing cabinets or safe-files.</p> <p>3. The attached brochure from the General Fireproofing Company illustrates this new type of over-file storage cabinets. And while this company is not the only supplier of this equipment, this brochure was one immediately available; so, we are sending it to you as a matter of general information. Also, we have a piece of this equipment on display in Room 702, Magazine Building, which you may see at any time.</p> <p>4. I would appreciate your comments as to the utility or other aspects of the over-file storage cabinet idea. If you are interested in obtaining more information about this type equipment, let us know. If you are interested in its procurement, you should contact us for assistance.</p>				
Att: Equipment Brochure		 25X1		
<b>REPLY</b>				
TO : Chief, Records Administration Branch Support Services Staff, DDS		FROM: FI/D/RMO, 7B-31		
ATTN: 		DATE: 7 November 1966 25X1		
<p>1. It is my opinion that the over-file storage cabinet will be very useful to this Division. Some Offices have indicated an interest in this type of equipment; therefore, I am very much interested in obtaining more information regarding this equipment, especially the cost and time involved in the procurement. I shall contact your Office for assistance in the procurement of this equipment.</p> <p>2. I appreciate your bringing this matter to my attention.</p>				
		 25X1		
RETURN TO ORIGINATOR				

**SECRET**